

**United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
P. O. Box 25047
Denver, Colorado 80225-0047**

In Reply Refer To:
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March 29, 2002

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Information Bulletin No. HR-2002-066

To: All BC, HR, NI, and ST Directors
WO 330D, WO570D, and WO560D Project Managers
Training Coordinators

From: Director, National Human Resources Management Center

Subject: Computer Course Training Needs

DD:04/15/02

The National Human Resources Management Center is in the process of arranging for computer skills training during the months of June, July, and August. Since this will be the third series of computer training to be offered, we are asking that you help us determine how many more classes to schedule to meet the needs of your employees.

Using the attached class lists and course descriptions, please submit through your training coordinators, the names of employees who still require training and would be able to attend this training during June, July, and August. Nominations should be submitted on the attached forms to the appropriate designated training coordinator by COB **Monday, April 15, 2002**. Training coordinators are as follows:

HR-Luron Porter 6-6503	ST-Rheda Dodd 6-6454	BC-Melodie Lloyd 6-8857
NI-Emily Alvarado 6-1692	WO-Barb Guest 6-8915	WO-Suzanne Rebek 6-2316

Please contact Marilyn Ladd 236-8267 if you have questions.

Signed by
Linda Sedbrook
Director

Authenticated by
Luron Porter
Secretary

Distribution
ST-150, BLM Library
HR-250, Master Directives

2 Attachments
1-Course Descriptions (2 pp)
2-Class Lists (18 pp)

COURSE DESCRIPTIONS

Word (Level One)

The Level One course is designed for the beginner with no previous Word experience. Topics covered include: the Word environment, navigating shortcuts, creating, editing, formatting, and saving basic text documents, tabs, tables, indents, and margins, page breaks, proofing, page setup and printing, headers and footers, and web page features.

Word (Level Two)

The Level Two course builds on the skills learned in the Level One course and covers the use of sections, tables, newspaper columns, macros, templates, mail merge, styles and AutoText. This course is appropriate for intermediate to advanced users of WordPerfect.

Word (Level Three)

Take the next step with the advanced level of Word! Word graphics, desktop publishing features, forms, advanced styles, tracking changes, table of contents and other large document management features are covered.

Excel (Level One)

Learn the basics of the Excel spreadsheet. You will learn the workbook environment, entering, editing, and saving worksheets, navigating worksheets and workbooks, using formulas and functions, inserting rows and ranges, formatting worksheets, page setup and printing.

Excel (Level Two)

Learn to link, and you will be guaranteed to save time with design and management of your spreadsheets. Use password protection, toolbars, creating charts and outlines. Learn how to use the drawing tools to enhance a spreadsheet. Excel's many database functions will be presented, including sorts, filters, and outlines.

Access (Level One)

The data is in there. Now what do you do with it? Learn database concepts and terminology through an overview of Access. You will create simple tables and queries, forms and reports. Learn how to plan, design, and maintain an effective database.

Access (Level Two)

Analyze table designs and relationships, the principles and techniques behind each. You will design select queries and customized reports. Learn the art of enhanced form design.

PowerPoint (Level One)

Learn to create a presentation that will illustrate your points powerfully. Create and edit slides, use drawing tools and objects, insert a table, Clip Art and WordArt, organization charts, and Microsoft Graph. Apply templates, changes to the master, and run slide shows with transitions and animation. Review the do's and don'ts of design and post your slide show to the Web.

PowerPoint (Level Two and Three Combined into one class)

Take your PowerPoint use to the next level! Create your own templates, insert movies and sound, send slides to Microsoft Word, automate slide production, and create hyperlinks and interactive objects. Learn timesaving tips to help you add the finishing touches faster!

Project 2000- Creating a Project (Level One)

Whether your project is simple or complex, you will benefit from learning the basics of MS Project software. Identify the steps involved in project planning. Build a project to manage tasks and resources, define dependencies and create different views of data through sorting and filtering. Create reports and calendars automatically.

Project 2000- Managing a Project (Level Two)

Create a baseline plan, track progress, assign resources, manage future tasks, and generate a variety of priceless reports. You will learn to consolidate projects, exports and import data, and add hyperlinks to HTML files.

FrontPage 2000 (Level One)

Explore FrontPage Explorer and editor. Learn to import text and graphics and set font styles and formats. Use a page template, the Thesaurus, Find command and Spell Check. Create and use hyperlinks and bookmarks. Web Structure management will also be demonstrated.

FrontPage 2000 (Level Two)

Learn how to design, build, and manage webs and to use advanced FrontPage features. These features include adding media elements and web components, creating web-based forms and database connectivity, and using web collaboration tools.

MICROSOFT WORD 2000 (LEVEL 1)

[illegible]

MICROSOFT WORD 2000 (LEVEL 2)

[illegible]

MICROSOFT WORD 2000 (LEVEL 3)

[illegible]

MS EXCEL LEVEL 1

[illegible]

[illegible]

MS ACCESS LEVEL 1

[illegible]

MS ACCESS LEVEL 2

[illegible]

POWERPOINT LEVEL 1

[illegible]

POWERPOINT LEVEL 2

[illegible]

PROJECT 2000- CREATING A PROJECT LEVEL 1

[illegible]

PROJECT 2000- MANAGING A PROJECT LEVEL 2

[illegible]

FRONTPAGE 2000- LEVEL 1

[illegible]

FRONTPAGE 2000- LEVEL 2

[illegible]